



**Norwegian People's Aid**

South Sudan

50.11.3

Approved by

Inspector



## Advertisement For Roving Logistics Officer Based In Mvolo

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese) for the position of **Roving Logistics Officer** based in Mvolo with field travels to Yirol and Awerial. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

### **Purpose of the Position:**

The Roving Logistics Officer has the responsibility for the management of logistics functions at NPA Mvolo, Yirol & Awerial offices. S/he may be deployed to any other field office within NPA South Sudan, as it may be required.

The Roving Logistics Officer shall work closely with the Team Leaders in the field offices where s/he may be deployed and with his/her line manager, Head of Sub Office in Rumbek. S/he will coordinate with program teams and other support team members in Juba, as necessary.

S/he will ensure that NPA assets and equipment in the offices under his/her responsibility are well managed. Logistics activities are carried out in an efficient and cost-effective manner.

The position is also responsible for supporting the team on safety & security aspects. Line managing drivers, guards and other logistics staff in field offices, as may be reporting to this position.

### **Duties and Responsibilities:**

#### **1.1 Implement Logistics Plan**

- Facilitate the implementation of projects by effective logistics planning & support.
- Implement NPA logistics policies & procedures and ensure the compliance of the same.

#### **1.2 Facilitate the procurement activities at the field-office/s**

- Process the purchase request from the departments in conformity with NPA policies. Coordinate with Juba logistics on procurements, as needed.
- Ascertain the procurement needs of the projects and coordinate with Juba logistics team.

#### **1.3 Assets & Inventory**

- Ensure all assets and inventory are recorded as per NPA requirements and reports are shared with Juba office as per deadlines.
- Arrange for repairs & maintenance of assets as per maintenance schedule.





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#### 1.4 Fleet Management

- Develop weekly fleet movement plans in coordination with the Team Leader & programs team.
- Office vehicles are well maintained. Logbooks and documents are available in vehicles & file.
- All vehicles have necessary tools, first aid, fire extinguisher and other necessary equipments.
- Fuel records are up to date and fuel stock is safe & secure.
- Repairs & maintenance of all vehicles, motor bikes and generator are carried out in a planned manner.
- Line management support to drivers and coordinate with Juba Fleet Officer on matters related to fleet management.

#### 1.5 Reporting

- Provide regular and timely updates on progress and challenges to HoSO and the Logistics & Safety Manager.
- Complete monthly logistics report/s & share with concerned logistics team members in Juba office.

#### 1.6 External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve key stakeholders.
- Participate in coordination meetings related to logistics that are conducted at field level.
- Cultivate good relations with key humanitarian actors – local and international, including government authorities.

#### 2.1 Human Resources

- Provide leadership, advice and support to NPA logistics staff in Mvolo, Yirol, Awerial under his/her line management and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted

#### 2.2 Field Level Operations

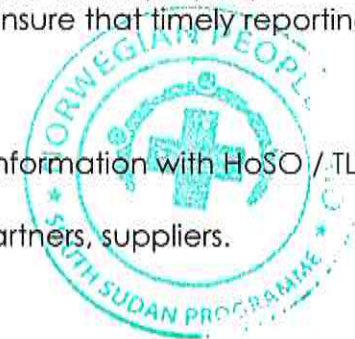
- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff under his/her line management and incidents of non-compliance are being reported in time

#### 2.3 Safety and Security

- Necessary safety equipment, fire extinguishers, first aid box, fence, security lights, barbed wires, perimeter fence are in good condition.
- Repairs & maintenance are carried out with support from TL & HoSO
- Base HF Radio remains in working condition and NPA vehicle movements are monitored.
- Security guards are carrying out their tasks properly and no unauthorized access takes place.
- Perimeter security lights are working, and guards are carrying out their duties properly.
- Implement and follow NPA South Sudan security procedures and ensure that timely reporting on security matters occurs to the appropriate channels.

#### 2.4 Other duties

- Maintain office stock of consumables and project supplies. Share information with HoSO / TL & POs.
- Communicate with and maintain positive relationships with NPA partners, suppliers.



- Maintain the cleanliness and organization of NPA office compound, store & warehouse.
- **Any other duties that may be requested and assigned by the supervisor from time to time.**

**Desired Qualifications/Skills/Experience:**

- Bachelor's degree Procurement and Logistics, Business Administration or any other relevant field.
- At least 5 years' experience in Relief/Humanitarian and Developmental work.
- Relevant experience (at least 3 years) in a similar role.

**Personal Competencies:**

1. HF/VHF Radio and VSAT experience/skills.
2. Technical knowledge/skills related to fleet/generators.
3. People management skills.
4. Flexible and willingness to work for long hours.
5. Computer literate & report writing skills.

**KEY PERFORMANCE INDICATORS:**

- a. Compliance to NPA policies & procedures.
- b. Updated records of assets, inventory and stocks is available.
- c. Fleet and other key assets are functioning well and remain in good condition.

**Working Relationship:**

**Internal:**

- All staff both Field and Juba based.

**External:**

- Suppliers.
- NGOs.

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, Age, ethnicity, religion or political affiliation.**

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Rumbek Office.

**Applications submitted after 12:00 noon on Tuesday 3<sup>rd</sup> January 2023, will not be considered.**

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted.

